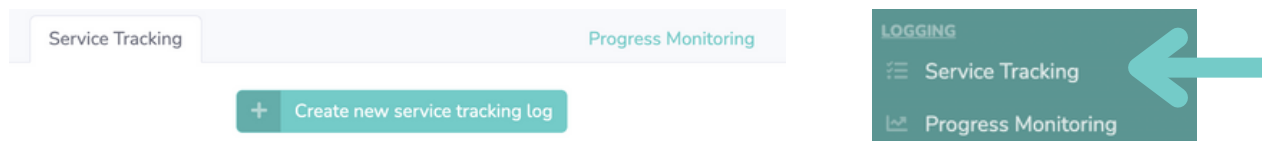# brolly

Service Tracking
With Templates

Brolly makes it easy to track student service minutes quickly. Below are the step by step directions on how to log service minutes in Brolly using templates.

Step 1: Creat New Service Tracking Log

On your homepage, select "Create new service tracking log at the top of the page" or "Service Tracking" in the left-hand tool bar.

Step 2: Select your template

On the right-hand side of your screen, you will see the Quick Select option. At the top, click the blank space under "Select via Template" to see all your templates and select the template you would like to log for then select "Next" at the bottom of the page.

Step 3: Add general information to logs

The date will auto-populate to that day's date. If you need to change it, click on the date and select the correct date.

The time should auto-populate based on your template. You can change or update if needed but clicking on the clocks next to the start and end time.

Each log requires a note.On this screen, you can add the note and apply it to all students in the templates at once.

Service setting will populate based on the template. You may update the service setting if you would like.

When all information is completed and correct, select Done.

Step 4: Edit information if needed

In the grid view, you can now edit information as needed. If you do not need to edit information, skip to Step 5.

To edit information, you will double click on the cell you would like to edit. A box will popup that allows you to edit the information

Service Tracking Log Breakdown

Date: the date the service took place

Start/End Time: the time of services provided (this will feed into minutes of services students should receive)

Student: name of the student you are servicing

Goal: goal/subject area being worked on during service session

Notes: notes about the services provided (each log must have a note to be submitted)

Setting: choose the setting the service takes place in

**Service Area: select the service area these minutes are fulfilling in the students IEP (i.e. specialized academic instruction, specialized designed instruction, ect.)
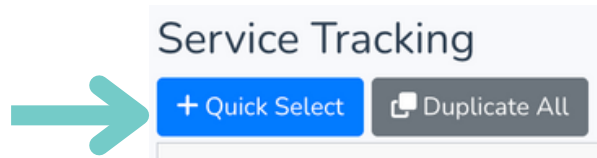
Image: you have the option to upload an image (png or jpeg files only)

Absent: double check and select either student or provide absence
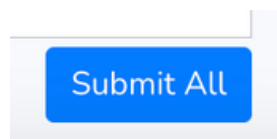
** Indicated premier tier only

Step 5: Add additional templates

If you have additional service tracking logs to enter, you can select the "Quick Select" button in the upper left-hand side of the page. Next, repeat through Steps 2-4 as needed.

Step 6: Submit your logs

Once you have completed all your logs, select "Submit All" in the bottom right-hand side of the page. You should see a green dot next to all logs that were successfully submitted.

		Date	Start/End Time	Student
☐	●	Jul 28	7:55 am – 8:55 am (60 min)	Alissa Hambribe
☐	●	Jul 28	7:55 am – 8:55 am (60 min)	Bell Presnell
☐	●	Jul 28	7:55 am – 8:55 am (60 min)	Birdie Piborn
☐	●	Jul 28	7:55 am – 8:55 am (60 min)	Bridget Pittoli

Note:

After you submit logs, you can continue to edit on the page service tracking page. If you make any changes, select "Submit All" again and only edits will be submitted. You will **not** submit duplicate logs.